To: David Swanton, Headmaster

From: Susan Smith, Library Media Specialist

August 31, 2010

**A Report on the Braintree High School Library Media Center**

**Rational:**

Since improving the Braintree High School Library Media Center is a major initiative for you, I wanted to gather and share data before any changes were implemented.

**Procedure:**

Using Winnebago Spectrum 5, the BHS library management software, reports by copyright date were generated on August 18, 2010. Due to the limitations of the Winnebago software program, the data report actually had to be run several times since the system is only able to gather data in 8 year ranges. In other words, I had to create reports for materials by copyright date starting from 2011 and then working backwards for every 8 years stopping at 1901.

The report lists resources by the various *Material Types* such as Fiction, Biography, Dewey call numbers 500-599, and Sound Recordings. The BHS profile has 23 different established material types.

There were some discrepancies that were ignored during my calculation and analysis: 1595 items were listed as having *Invalid Dates* which most likely means that when the materials were entered into Winnebago no copyright date was inputted. Nearly half (790) of the items with invalid dates were classified as videos. To the best of my knowledge, there is no method using Winnebago to discover which books have invalid dates without checking each book’s MARC record and as there are 17653 cataloged resources, that task was not considered. The Material Type *Discards 2002/2003* has 375 resources; 6 with invalid dates. The only reason I can summize that warranted those materials being put into a separate category is because a previous library media specialist wanted to keep track of the resources she/he was weeding from the collection and I will further assume that those materials are no longer in BHS. One other category was labelled *Lost Books* and contained one item. Again, I will assume that it is no longer in service.

A copy of the data and an accompanying chart using 10 year increments are below:

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| --- | --- |
| **Years** | **Number of Resources** |
| **1901-1910** | **28** |
| **1911-1920** | **28** |
| **1921-1930** | **103** |
| **1931-1940** | **239** |
| **1941-1950** | **385** |
| **1951-1960** | **1319** |
| **1961-1970** | **4419** |
| **1971-1980** | **3553** |
| **1981-1990** | **2557** |
| **1991-2000** | **2292** |
| **2001-2010** | **1342** |

**Items of Note:**

1. As previously stated, the report indicates that BHS LMC manages 17,653 resources. Of those, 376 were in material types I assume indicate that they are no longer at BHS.
2. Taking into consideration those assumptions, I believe BHS LMC has 17,277 resources available.
3. As previously stated, there are 1595 items whose copyright date is unknown and there is no easy method to discern the copyright date.
4. If I remove the invalidly dated, discarded in 2002/2003, and the one lost book from the 17,277 total, I believe there to be 15,689 available materials in BHS LMC.
5. The available materials greater than 10 years old equals 14,347 and represents **91.4%** of the collection.
6. The decade with the most items is between 1961 and 1970 comprising **28.1%** of the collection.
7. The material type *Reference* lists 1951 items with 168 having invalid dates leaving 1783 materials to analyze. Using the last figure, **90.1%** of the BHS Reference collection is older than 10 years.
8. If the invalid dates happened to be recent materials the above percentage data would naturally change, but those could just as well be from 1960 as from 2010.
9. The BHS LMC website has a link to the InfoTrac, an online database of educational journals and reference materials funded through the Massachusetts Board of Library Commissioners. However, the website has not been maintained properly nor are there directions for access posted online.

**For Consideration:**

1. The Massachusetts School Library Association recommends:

Establishing a system to maintain a print collection in which 70% of the books have a published date of ten years or less.

http://maschoolibraries.org/dmdocuments/standardsrev.pdf

It is my opinion that BHS LMC does not meet this standard in the general or reference print collections.

1. Although unable to find specific standards for NEASC, it does state that LMC materials must be

appropriate in quality, level, scope, diversity, quantity, and currency to

support and enrich the institution's mission

<http://ctci.neasc.org/standards_amp_policies/postsecondary_standards/9_library_and_information_resources/>

Again, it is my opinion that BHS LMC does not meet that standard.

1. Updating the library management system. Winnebago Spectrum 5 is a site based program that is no longer available for sale. There are a number of web-based software programs. Not only would it aid the LMC staff, but the BHS LMC collection could be accessed 24/7 through the internet by staff and students. An example of the system I used to automate my previous LMC can be found using <http://lib.drregional.org> , choosing Palmer River Elementary School, and then entering a search term like dinosaurs or Rowling.
2. Increasing funding for LMC resources.
3. Investigating past spending of LMC budget and modify as needed
4. Aggressively weeding the LMC collection of outdated materials following professional library standards and the BHS district policy.
5. Updating the LMC webpage.

**In conclusion:**

Administration has indicated that a new approach to library services at BHS is warranted and wanted. Part of increasing collaboration between staff, students, and the media center as well as changing the mind-set towards use of the media center is the ability to offer a modern, professional, and appropriate product. Fixing the print collection can be one step towards achieving BHS’s objective.